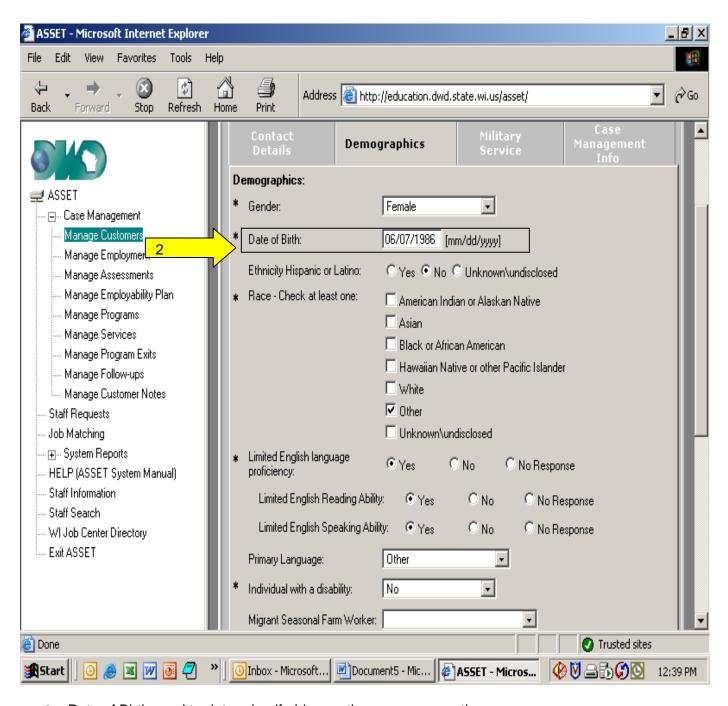
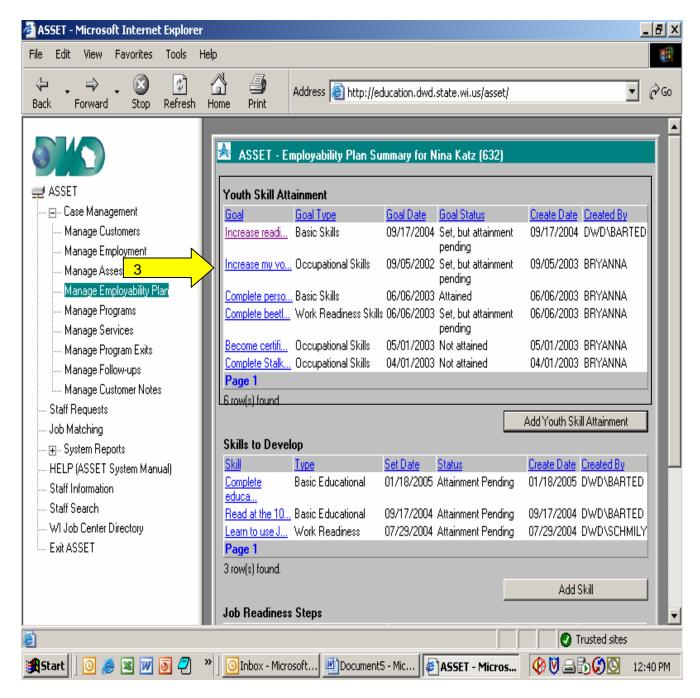


 Social Security Number is used for UI Wage Record cross match to determine OY Entered Employment, OY/YY Retention, OY Earnings Change, OY Certificate/Credential Attainment & All-Youth Placement.

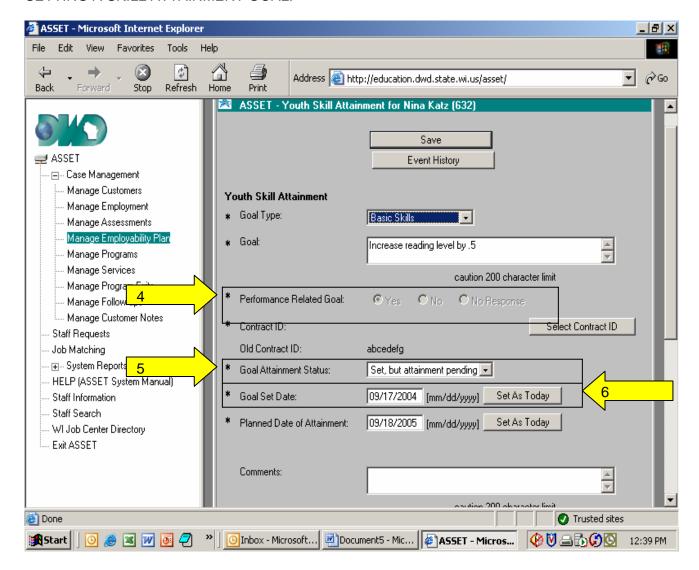


2. Date of Birth used to determine if older youth or younger youth.



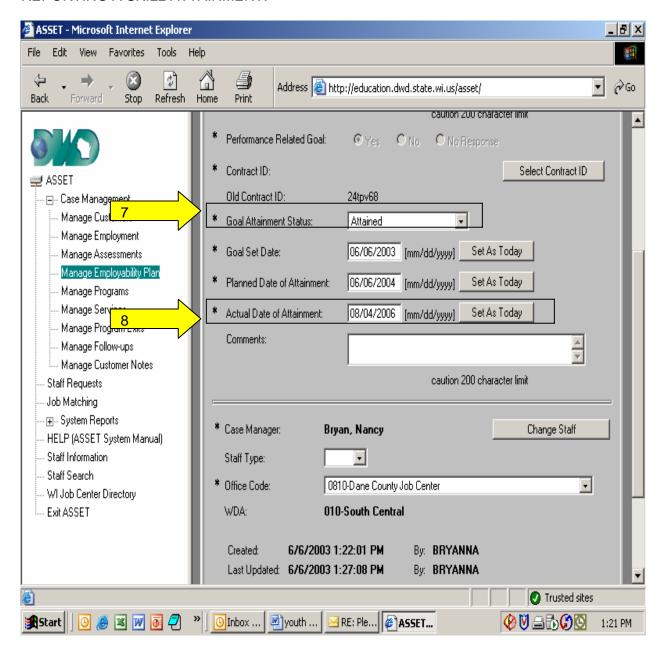
- 3. Skill goals must be set and attained.
 - The goal must be attained within 1 year of the set date.
 - If a youth is basic skills deficient, a basic skills goal must be set.
 - Goal-setting and attainment reporting should be an ongoing activity; not a once a year event.

SETTING A SKILL ATTAINMENT GOAL:



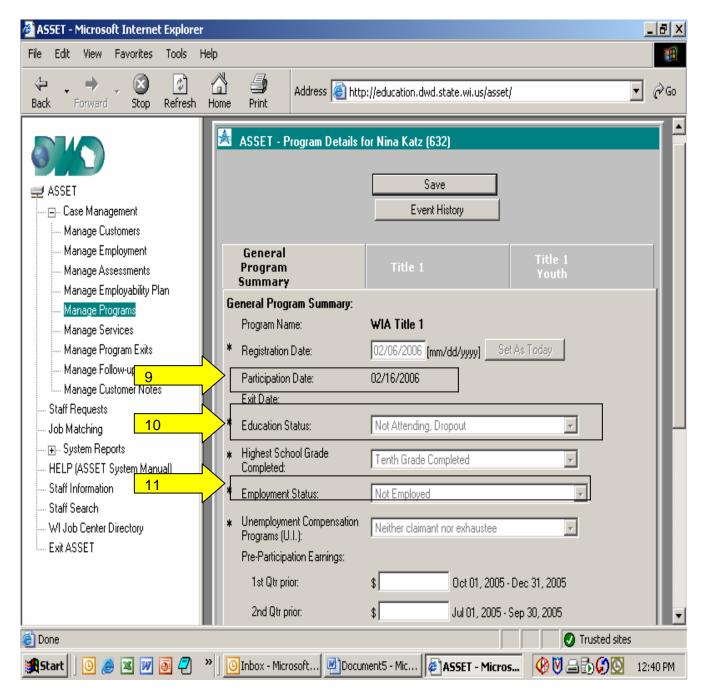
- 4. At least one goal must be identified as a performance related goal each program year.
 - A maximum of 3 performance related goals will be counted each program year.
 - If more than 3 are identified, we select the ones with the earliest set dates.
- 5. Goal Attainment Status determines if the goal goes into the numerator as well as the denominator. Report as "Set, but attainment pending."
- 6. Goal Set Date establishes the 1-year clock for attainment. One year is 365 days (i.e., July 1, 2006 June 30, 2007).
 - Do not designate long-term goals (greater than one year to planned attainment) as "performance related goals".

REPORTING A SKILL ATTAINMENT:



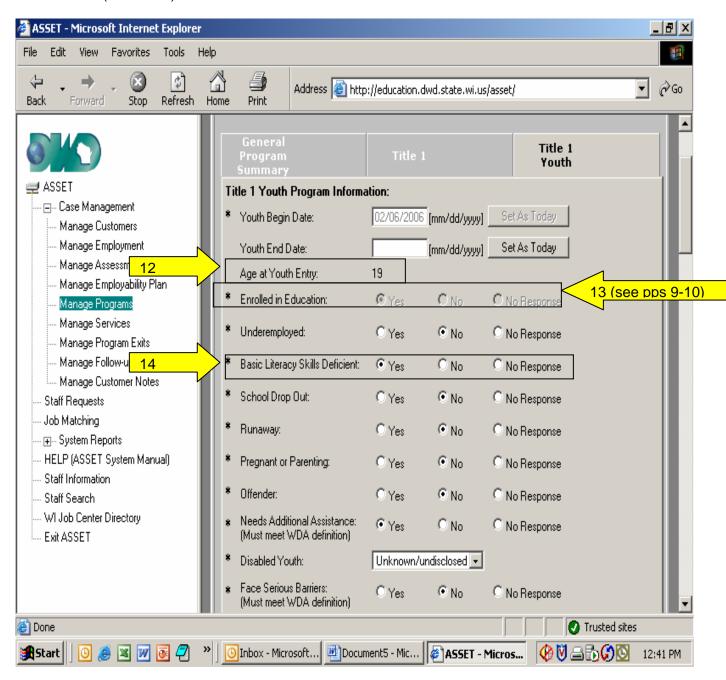
- 7. Goal Attainment Status must be changed to "Attained" or "Not Attained".
- 8. Actual Date of Attainment must be 1 year from set date if performance related goal.

PROGRAM CHARACTERISTICS THAT DETERMINE INCLUSION IN PERFORMANCE MEASURES



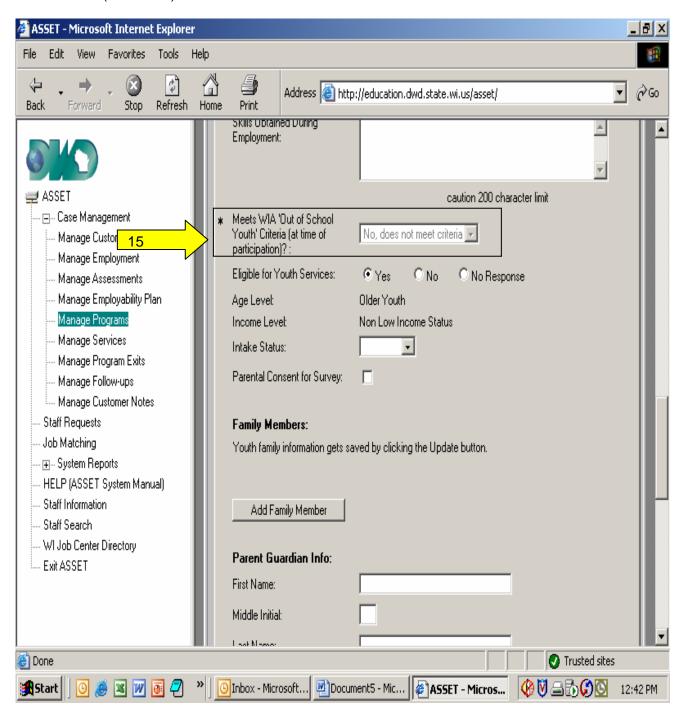
- 9. Participation date is date of first Youth Service (excluding Design Framework Activities).
- 10. Education Status determines inclusion in YY Diploma Attainment, All Youth Placement in Employment or Education, and All Youth Literacy and Numeracy measures. Diploma must be attained after the participation date.
- 11. Employment Status determines inclusion in OY Entered Employment and All Youth Placement in Employment or Education measures.

PROGRAM CHARACTERISTICS THAT DETERMINE INCLUSION IN PERFORMANCE MEASURES (continued)

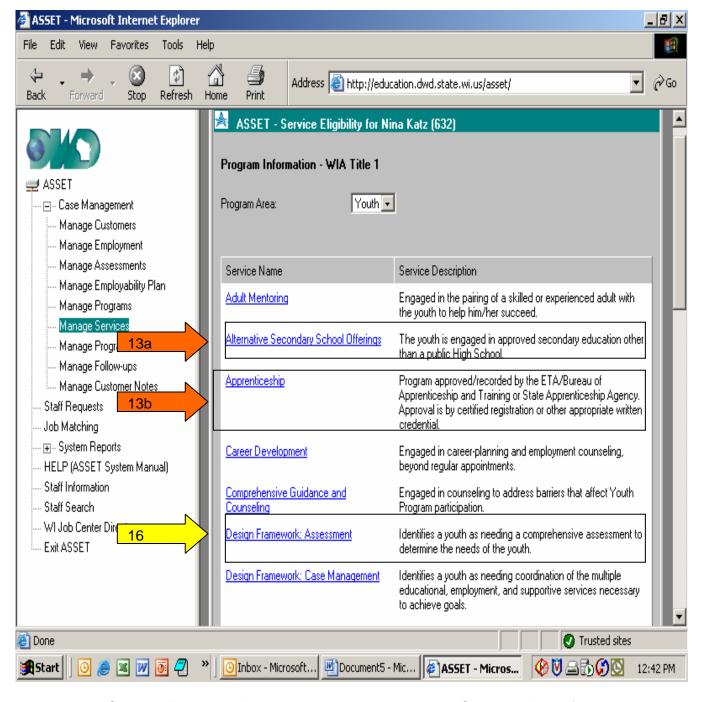


- 12. Indicator that establishes if Older or Younger Youth.
- 13. Enrolled in Education places participant in All Youth Attainment of Degree or Certificate measure. See pages 9-10 for additional clarification.
- 14. Basic Literacy Skills Deficient determines if youth is basic skills deficient and establishes need for basic skill goal to be set. If also an out-of-school youth, places participant in All Youth Literacy and Numeracy Gains measure.

PROGRAM CHARACTERISTICS THAT DETERMINE INCLUSION IN PERFORMANCE MEASURES (continued)

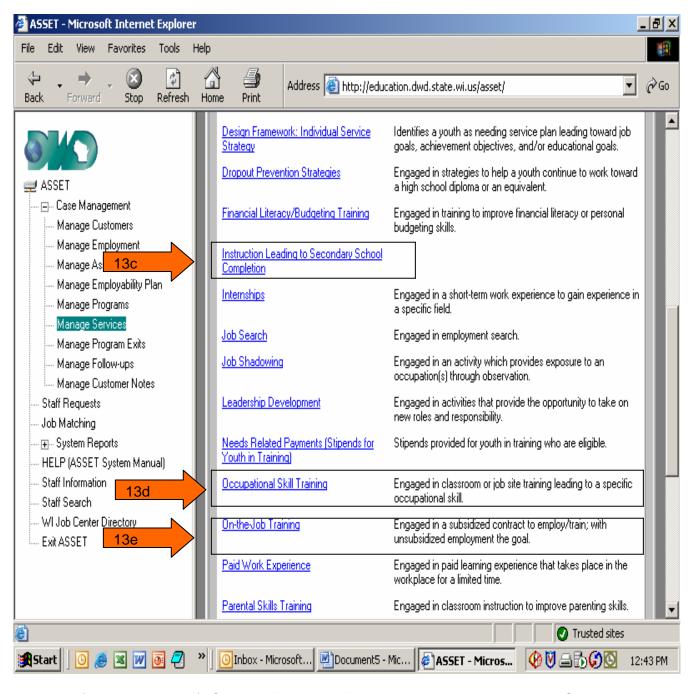


15. If "Yes" and basic literacy skills deficient, places participant in All Youth Literacy and Numeracy Gains measure.

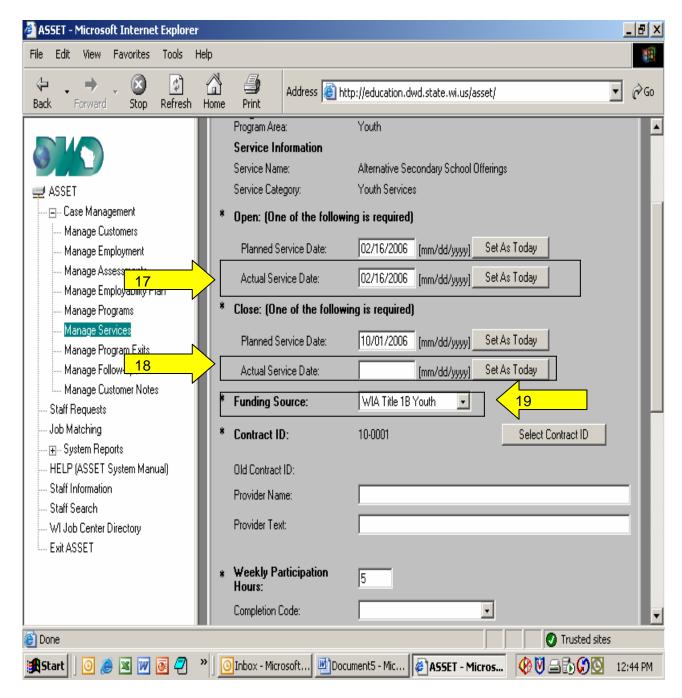


13a-13e - Change "Enrolled in Education" on Manage Programs Screen to "Yes" if these program elements are received at or during program participation. Places Youth in All-Youth Attainment of Degree or Certificate measure.

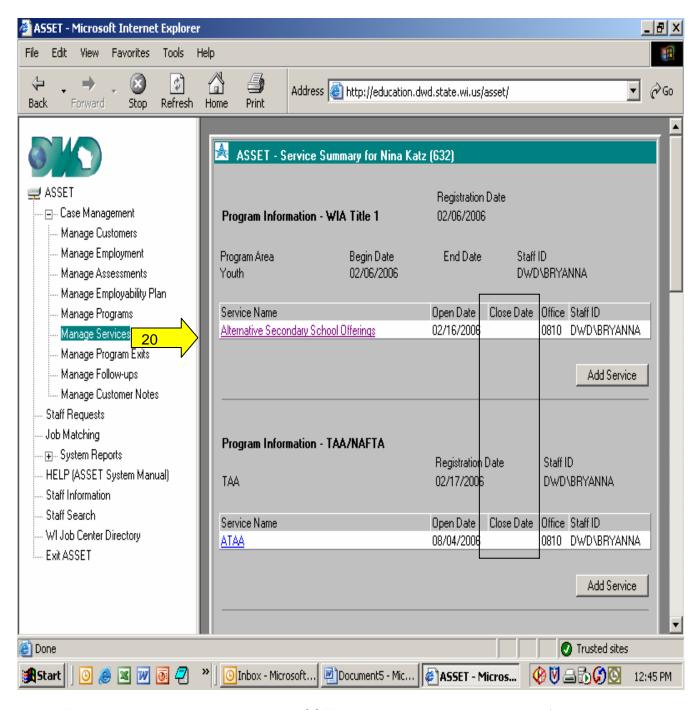
16. Design Framework Activities do NOT put a youth into performance measures.



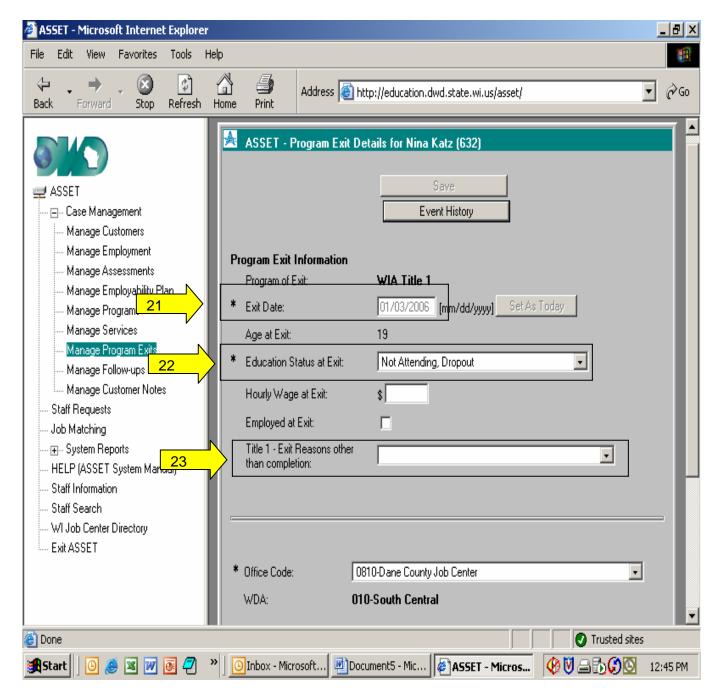
13a - 13e (on previous page) Change "Enrolled in Education" on Manage Programs Screen to "Yes" if these program elements are received at or during program participation. Places Youth in All-Youth Attainment of Degree or Certificate measure.



- 17. Earliest actual begin date establishes date of first youth service/participation date.
- 18. Exit is based on last actual service close date or planned service close date, whichever is later.
- 19. Service must be funded by WIA Title 1B Youth to place in performance measures.

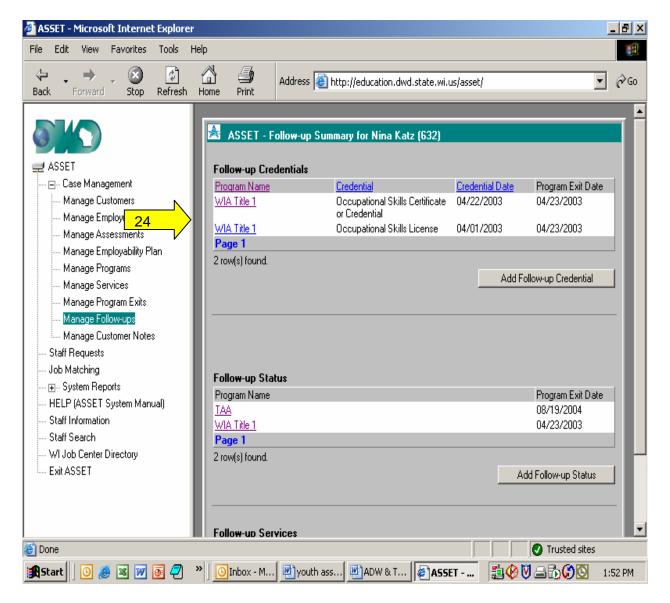


20. The participant will not exit until all ASSET-tracked programs are closed. If the case manager does not enter an actual close date, the planned end date will be used.

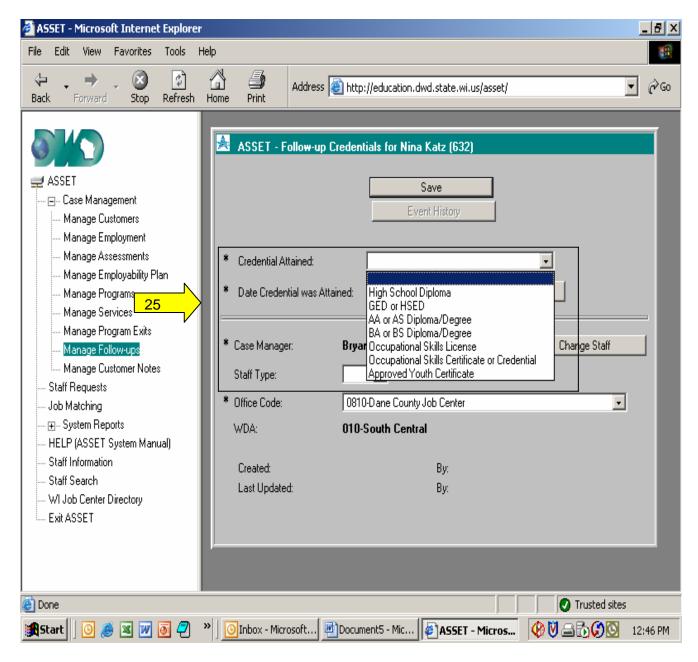


This screen shot applies to Youth participants.

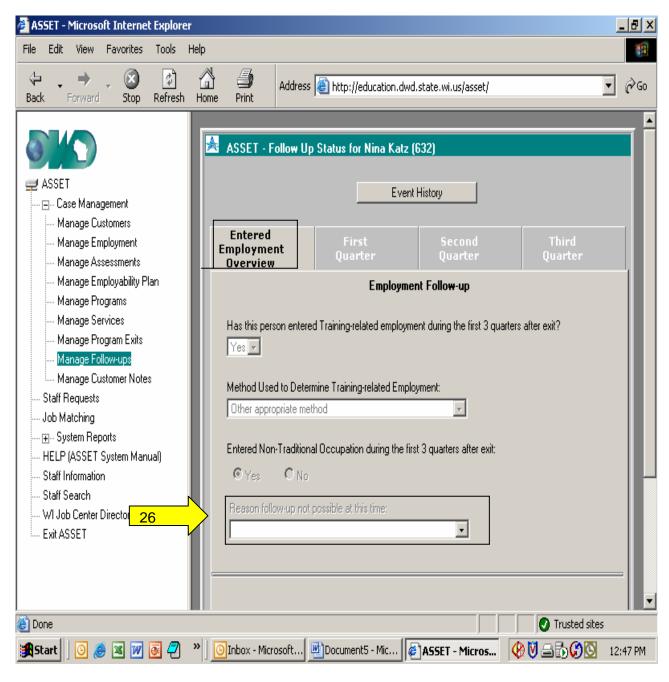
- 21. Exit date determines the exit quarter and establishes the timeline for the post-exit performance measurement quarters.
- 22. Education status at exit determines youth <u>inclusion</u> in some All-Youth measures. Education status at exit determines youth <u>exclusion</u> from some Younger Youth and Older Youth measures.
- 23. Exit reason removes the participant from all performance measures if properly documented.



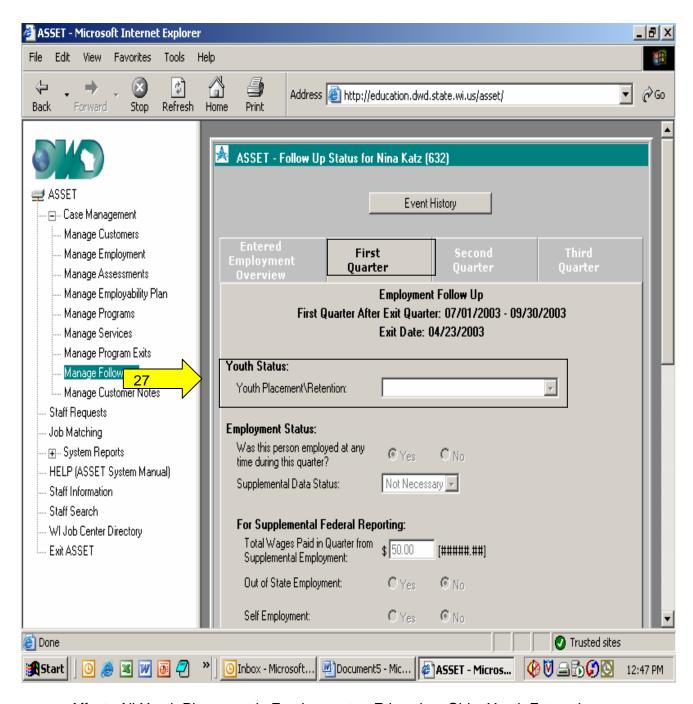
- 24. Any youth who is enrolled in education at the time of participation, or at any time <u>during</u> participation, will be counted in the All Youth Attainment of Degree or Certificate measure.
 - All Older Youth are counted in the Older Youth Credential Attainment measure.
 - Younger Youth are counted in the Diploma Attainment measure.
 - If a youth attains BOTH a certificate and a degree/diploma/GED, it is MOST critical to report the degree/diploma/GED to ensure inclusion in the youth certificate/credential measures.



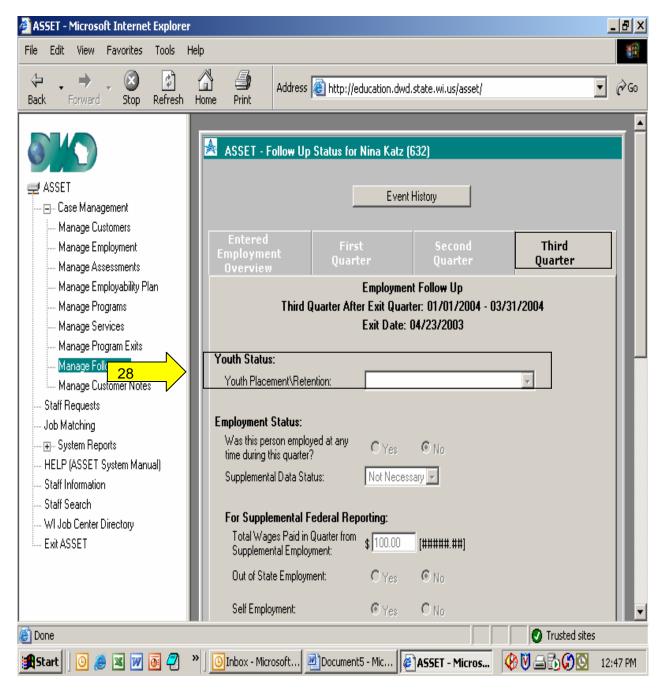
- 25. The certificate/credential must be attained by the end of the third quarter after the exit quarter.
 - The certificate/credential can be attained during program participation.
 - More than 1 certificate/credential can be reported, but only one certificate per participant will be counted.
 - Any individual who becomes a participant on or after July 1, 2006 is subject to the current Federal and State certificate/credential policy.
 - Any individual who was already a participant <u>prior to</u> July 1, 2006 is held to the previous credential policy.



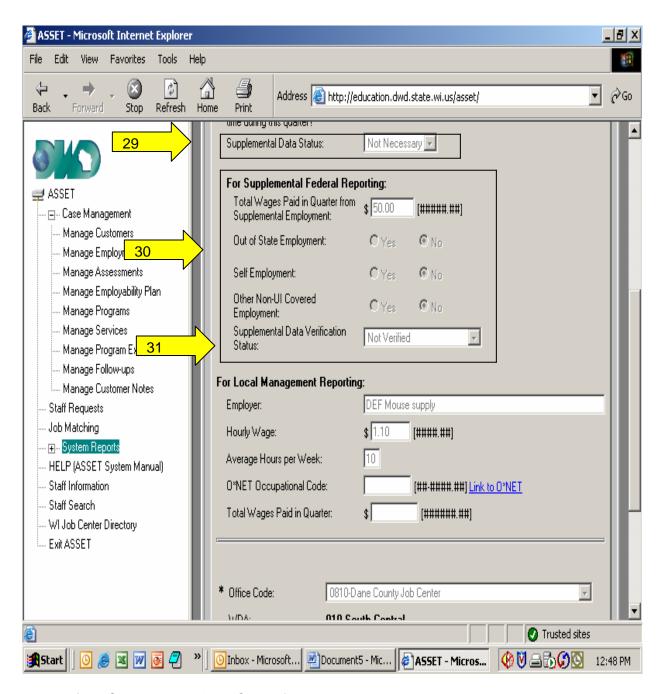
26. If an exclusion is discovered any time after exit to the end of the third quarter after exit, the participant will be removed from all performance measures. Exclusions must be documented.



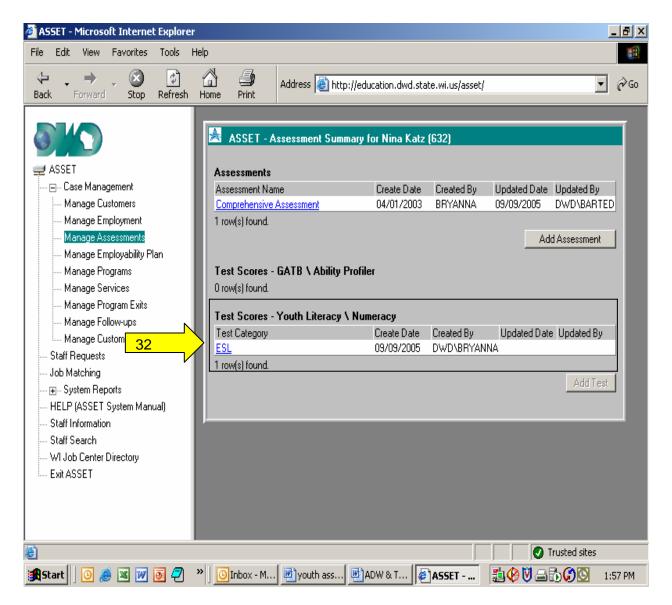
27. Affects All-Youth Placement in Employment or Education, Older Youth Entered Employment, Older Youth Employment Retention, Older Youth Earnings Change and Older Youth Credential Attainment measures.



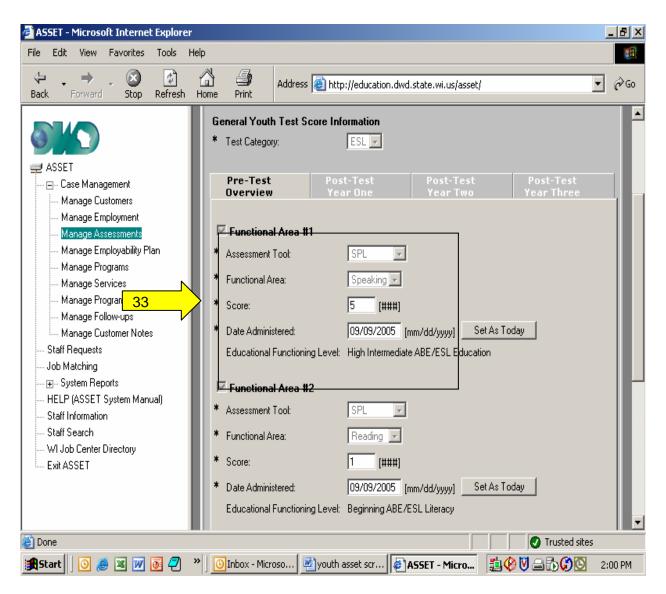
28. Affects Older Youth Employment Retention, Older Youth Earnings Change, and Younger Youth Placement & Retention rates.



- 29. If the Supplemental Data Status field says "Not Necessary", it means employment information is already available for the participant.
- 30. If the Supplemental Data Status field says "Necessary, case managers should complete the "For Supplemental Federal Reporting" section only if:
 - o Local program policy (WDB, TAA or Job Service) require it, and
 - Acceptable documentation has been obtained.
- Supplemental Data Verification Status triggers inclusion in performance measures. DO NOT COMPLETE this field if acceptable documentation has not been obtained.



- 32. Only out-of-school, basic skills deficient youth are counted in the Literacy/Numeracy test score fields.
- Status as an out-of-school, basic skills deficient youth is determined on the date of first youth service, other than Design Framework Activities.



33. Establishes the baseline for computing the Literacy and Numeracy Gains performance measure.